

The next open proposal application period is scheduled for January 2005. Therefore, all interested parties should plan to apply for funding during this application period.

**All grant awards made during this grant cycle are contingent upon the signing of the state budget and availability of funds.**

Included in this package are the following:

- **The Application Form** – Please use this form as your cover page when submitting your proposal. Answer all blocked areas on the application. (This form is also available on the website to enable you to type directly on it.) The summary section should reiterate the major points of the proposal, e.g., a) This proposal provides 540 one hour classes in boating safety for 1500, 13 to 19 year old at-risk youth over a 9 month period; or b) This proposal requests 10 canoes for 240 classes, serving 2000 individuals each calendar year.” (You may use the form on the website or it can be emailed to you if you would like to type directly onto it on your computer.)
- **Twenty-One Questions** – when applicable, please answer all questions to the best of your ability. These questions are the most important factor in determining the outcome of your proposal, be as specific as possible.
- **Information on the Boating Safety Grant Program** – review this information for the answers to the most commonly asked questions about the Boating Safety Grant Program.

**The parameters for your proposals are as follows:**

- See the attachment labeled *Boating Safety Grant Program* for eligibility requirements.
- The maximum amount any one organization can request is \$30,000 for this round of funding.
- Costs for overhead expenses may not be considered for funding.

### **Submitting Proposals**

Your proposal should be organized as follows:

- Grant Proposal Application Form followed by
- Answers to Questions (Please include the questions with your answers) followed by
- Budget Sheet followed by
- Additional Attachments (nondiscrimination clauses, course materials, etc.)

Please do not submit the proposal in a binder or bind with a binding machine. Instead, please use binder clips or paper clips to keep pages/sections together to allow for ease of processing. Applications will not be accepted via email or fax. Mail applications to the following address:

Department of Boating and Waterways  
2000 Evergreen Street, Suite 100  
Sacramento, CA 95815  
Attention: Amy Rigby, Aquatic Grants Program

## **BOATING SAFETY GRANT APPLICATION QUESTIONNAIRE**

### **Twenty-One Questions**

On a separate sheet, please answer the following questions, if applicable:

#### **Program Description**

1. Please describe the history of your organization, its purpose or mission, how long it has been in operation, and how you receive the bulk of your funding.
2. How many and what type of on-the-water boating classes do you offer each calendar year?
3. How often are your classes offered?
4. Currently, how many individuals receive training in your program each year? (Please do not respond in user days.)
5. Are the classes open to the general public? If so, who are your primary customers? If not, to whom are they limited?
6. Are there other boating programs operating in your area? If so, what sets your program apart from them? (e.g.: serving a different population, offering boating courses not offered elsewhere.)
7. Please provide a sample of your written course curriculum.
8. Describe the qualifications of your boating instructors.
9. For new programs only: Please attach a complete inventory and condition of your existing program's boating equipment including boats, trailers, radios, electronics, and associated safety equipment.

#### **Proposal Information**

10. What group(s) will be serviced by this proposal?
11. How will this award enhance your existing program?
12. How many additional people would benefit from this proposal?
13. Are any matching or augmenting funds available as part of this proposal?
14. Equipment Proposal Section (If applicable)  
Please answer the following:
  - How soon will this equipment be put into service?
  - For each unique piece of equipment or grouping of similar equipment, (e.g. fleet of vessels) please describe and list in order of priority:
    - Description of the equipment
    - The types of courses benefiting from this equipment
    - The total number of days, and hours each day, the equipment will be used in the coming year. (vessels, trailers, and engines only)
    - The number of students using the equipment
    - If renters have access to the equipment, please provide the anticipated renters and hours/days of use.

- Please explain how the equipment will be cared for and stored. Do you have an existing maintenance system established for the care of the equipment to be purchased under your proposal?

15. Scholarship Proposal Section (If applicable)

Please provide the following information for each course:

- a description of the course(s)
- age range of students
- length of course (days and hours, such as 3 days, 6 hours a day)
- number of students
- cost per student attending each course
- total cost of the course

16. Instructor Training

Grant request line items for instructor training are limited to a maximum \$1,200 per grant period. For each course, please provide the following:

- Description of the training course
- Justification for the need for training
- The cost per student attending the course

17. Budget Sheet

The budget sheet should be on its own page(s), should be labeled as such, and should contain a list of all planned expenditures. Expenditures described in Questions 14, 15, and 16 should appear on a single budget sheet with expenditures for each type of funding subtotaled separately and a final total provided in summary. Please ensure that your budget sheet contains the information contained on the attached sample.

**Additional Information**

- 18. Please list your federal not-for-profit identification number.
- 19. Please read the attached nondiscrimination policy. Can your organization comply with this policy? Please also provide a copy of your organization's nondiscrimination policy.
- 20. Please read the enclosed insurance requirements. Does your organization have the required insurance for the programs, people, and equipment identified in your proposal(s)?
- 21. No money is awarded upon approval of the contract; all funds are distributed through reimbursements only. (Please see page 4 of the attachment labeled *Boating Safety Grant Program* which describes the reimbursement process more fully.) Is your organization able to comply with this reimbursement policy?

*Sample*  
**Budget Sheet**  
Fiscal Year 05/06

**Equipment** *(if applicable)*

<u>Item</u>	<u>Cost of Item</u>	<u>Quantity</u>	<u>Cost Extension</u>
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Equipment Total \_\_\_\_\_

**Scholarship** *(if applicable)*

<u>Course Name</u>	<u>Cost per student</u>	<u>Number of Students</u>	<u>Cost Extension</u>
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Scholarship Total \_\_\_\_\_

**Instructor Training** *(if applicable)*

<u>Course Name</u>	<u>Cost per student</u>	<u>Number of Students</u>	<u>Cost Extension</u>
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Total Instructor Training \_\_\_\_\_

Total Grant Request \_\_\_\_\_

## INSURANCE REQUIREMENTS

The teaching of hands-on boating safety is determined by the State of California to be a hazardous activity. Therefore, the following types of insurance coverage are needed. **Certificates of insurance must accompany all contracts.** If the Contractor is self insured, a letter stating and explaining self insurance status must accompany the contract instead of providing a certificate of insurance.

### *Commercial General Liability*

The Contractor shall maintain general liability with limits of not less than \$1,000,000 per occurrence for bodily injury and property damage liability combined. The policy shall include coverage for liabilities arising out of premises, operations, independent contractors, products, completed operations, personal and advertising injury, and liability assumed under an insured contract. This insurance shall apply separately to each insured against whom claim is made or suit is brought subject to the Contractor=s limit of liability.

The policy must include the following additional insured language:

The Department of Boating and Waterways and the State of California, its officers, agents, employees, and servants as additional insured, but only insofar as the operations under the contract are concerned. *(The Department and the State of California only need to be listed as additional insured on the general liability insurance)*

### *Vessel Insurance*

The Contractor shall produce evidence of necessary insurance for all vessels bought with the grant money and all vessels used in boating programs funded by grant money.

### *Automobile Liability*

*If automobiles are used in the transportation of vessels or people involved in aquatic programs then the following coverage is needed:*

The Contractor shall maintain motor vehicle liability with limits of not less than \$1,000,000 per accident. Such insurance shall cover liability arising out of a motor vehicle including owned, hired, and non-owned motor vehicles.

### *Workers Compensation*

The Contractor shall maintain statutory workers= compensation and employer=s liability coverage for all its employees who will be engaged in the performance of the contract, including special coverage extensions where applicable. Employer=s liability limits of \$1,000,000 shall be required.

### General Requirements

Insurance Companies must be acceptable to the Department of General Services, Office of Risk and Insurance Management.

Coverage needs to be in-force for the complete term of the contract. If insurance expires during the term of the contract, a new certificate must be received by the State at least ten days prior to the expiration of this insurance. This new insurance must still meet the terms of the original contract.

Insurance policies shall contain a provision that states that coverage will not be canceled without 30 days prior written notice to the State.

The Contractor is responsible for any deductible or self-insured retention contained within the insurance program.

In the event the Contractor fails to keep in effect at all times the specific insurance coverage, the state may, in addition to any other remedies it may have, terminate this contract upon the occurrence of such event, subject to the provisions of this contract.

Any insurance required to be carried shall be primary, and not excess, to any other insurance carried by the State.

## **NONDISCRIMINATION CLAUSE**

During the performance of this Agreement, the Contractor and its subcontractors shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, sexual orientation, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (cancer), age (over 40), marital status, and denial of family care leave. Contractor and subcontractors shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Contractor and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Government Code Section 12990 (a-f) et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285 et seq. and with Labor Code Section 1102.1). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full. The Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other Agreement.

Contractor shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the Agreement.